



REGISTRAR OF VOTERS

Working MSV Wanda Reports In Batch Mode

PROCEDURE DOCUMENT – Version 2.1

San Bernardino County Registrar of Voters

7/14/2025

Working MSV Wanda Reports in Batch Mode

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Scope

When we receive VBM envelopes, they go through an Incoming (1st) Pass in the BlueCrest sorter machine. Signatures on the VBM envelopes are automatically verified by the system and sorted into separate batches. Signatures deemed to match what is in the voter's record are verified by the Automatic Signature Verification (ASV) system. Signatures that cannot be verified by ASV must go through Manual Signature Verification (MSV).

This procedure outlines the steps to perform MSV in batch mode. This falls under the Signature Verification function in Ballot Department, and it is performed between E-29 and E+28

~ EC 3019.

Supplies

- ASV or MSV Wanda Reports
- Yellow Highlighter
- Pen
- White-out Pens

Procedures and Guides to Reference

- Batch Mode Light Scenario Guide
- Batch Mode Guide
- Challenge Code Guide
- Reviewing and Overturning Non-Matching Signature (NMS) Challenges
- Reviewing and Overturning No Voter Signature (NVS) Challenges
- Reviewing and Overturning Bad Signatures on File (BSF) Challenges

Preparing Wanda Reports

Wanda Reports are created by the Data Workflow team after an Incoming (1st) Pass. The Signature Verification team uses them to review signatures in batch mode and write down the AVID numbers of the signatures that are challenged. In this procedure, we will use Batch 10046 as an example.

1. Circle the **Batch Number**

Wanda Report
Bear Valley Community Healthcare District Special Mail Ballot Election

Batch Number: 10046 Upload Date: 5/25/22 Batch Quantity: 100

CHALLENGES:

MSV

2. Write the following:

- Date
- Operator number is located above your computer
- Your first and last name
- Time that you start, once batch mode is opened
- Time once you have completed the batch

Note: If you forget to write in your start or end time, let your Lead know.

Wanda Report
Bear Valley Community Healthcare District Special Mail Ballot Election

Batch Number: 10046 Upload Date: 5/25/22 Batch Quantity: 100

CHALLENGES:

Date: 5/25/22
Operator Number: 20
Name: Anna Brown
Start Time: 1:12p
End Time: 1:34p

5/25/2022
20
Anna Brown
1:12p
1:34p

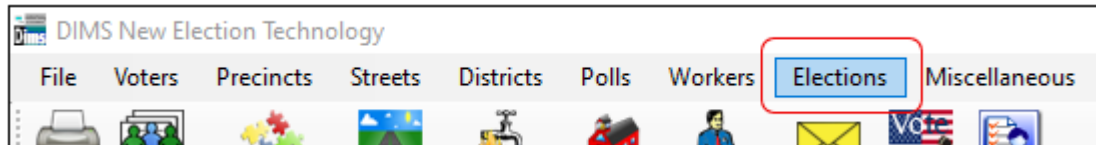
MSV

Pulling the Batch in DIMS.net

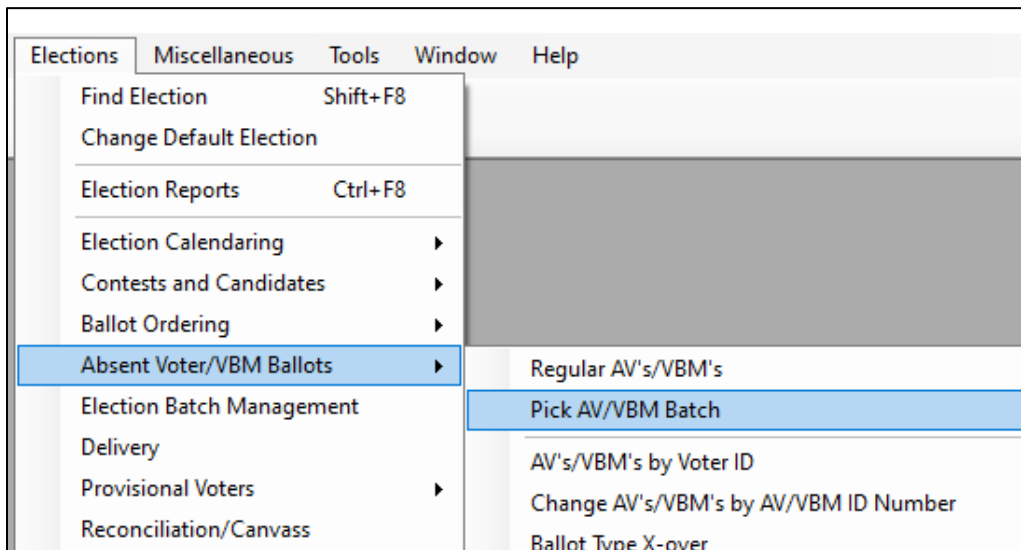
1. Open DIMS.net



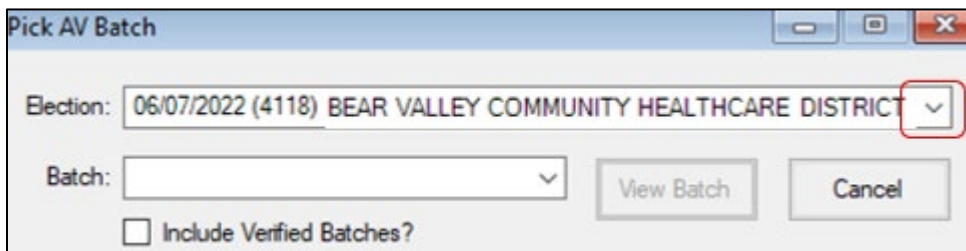
2. Click **Elections** in the menu



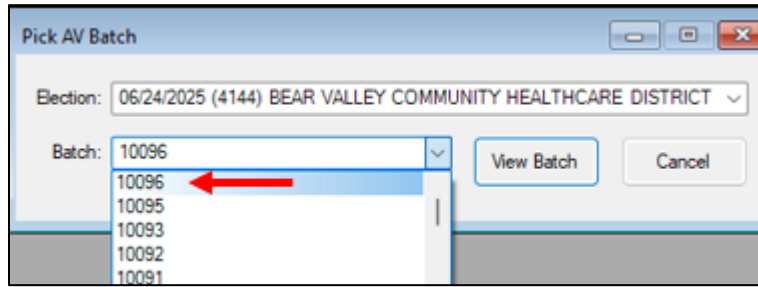
3. Click **Absent Voter/VBM Ballots** and then **Pick AV/VBM Batch**



4. Click the drop-down arrow



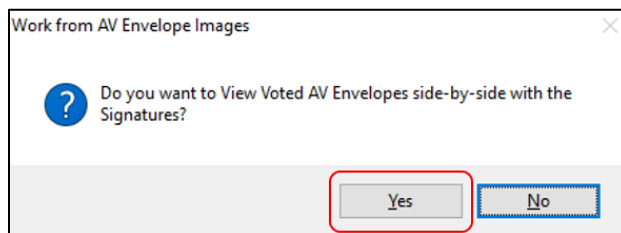
5. Select the batch number from the Wanda Reports



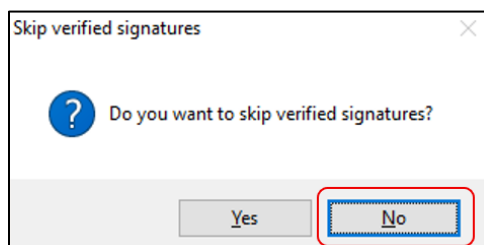
6. Click **View Batch**



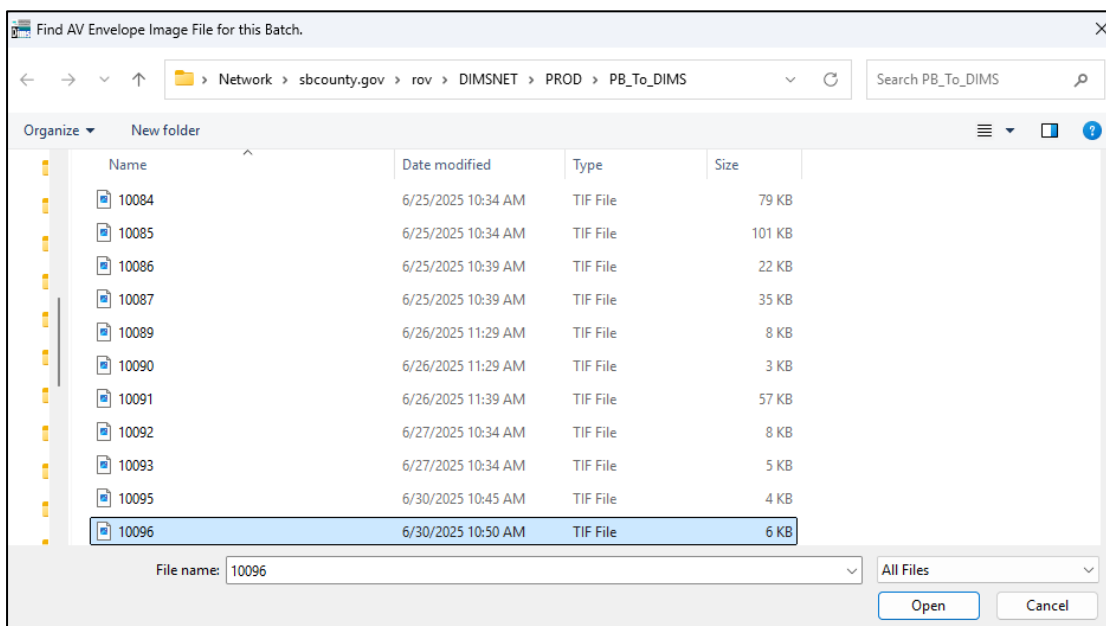
7. Click **YES**



8. Click **NO**



- Click on the TIFF File that matches the batch number on the Wanda Report.

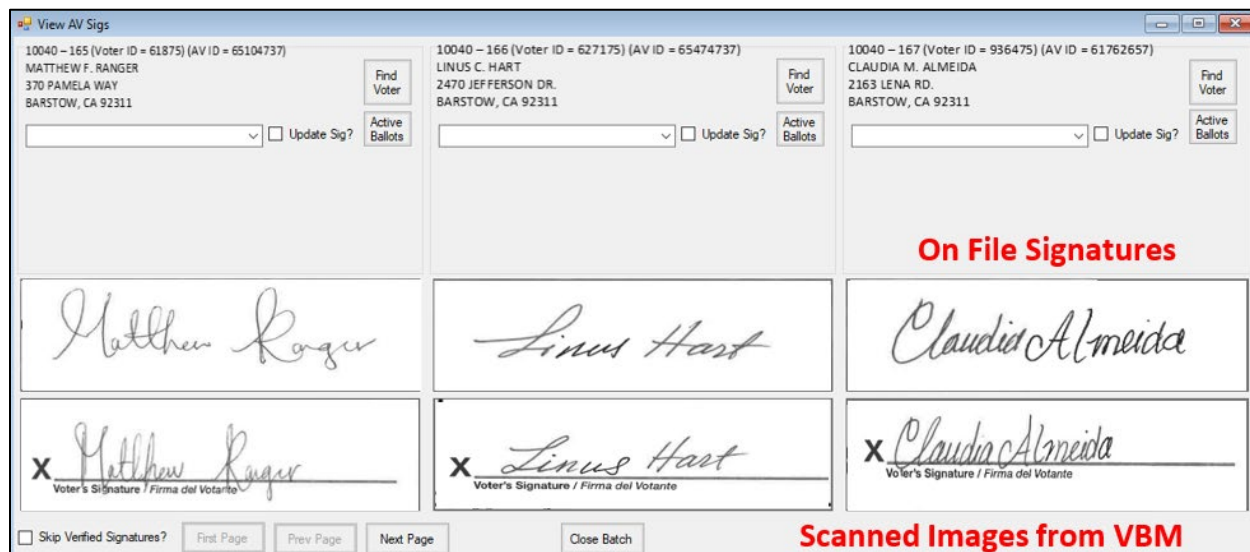


Note: If you click the wrong batch number notify your Lead immediately.

Verifying Signatures in Batch Mode

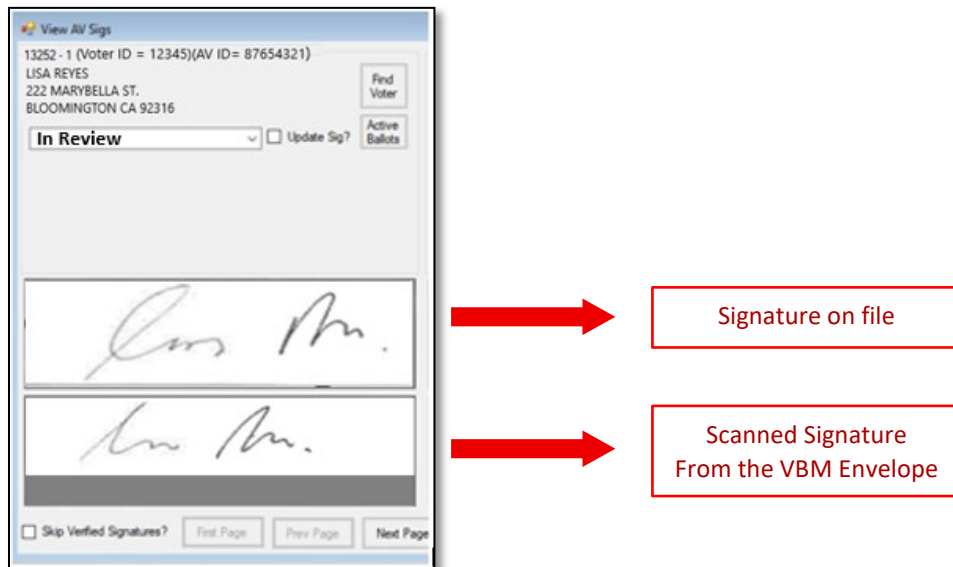
Batch mode refers to the signature verification conducted within the *View AV Sigs* window, where the **Scanned Images** of the VBM envelopes are compared to the **On File Signatures**.

- A *View AV Sigs* window will appear for you to start the signature verification process.

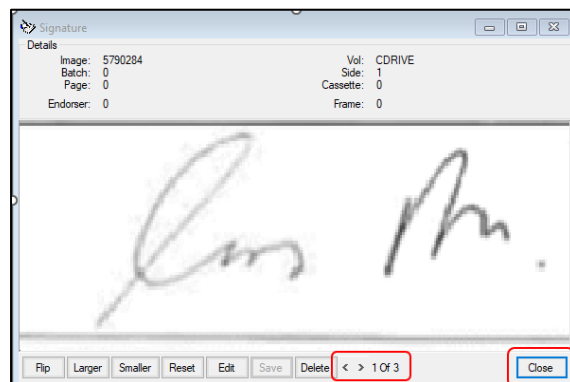


- Once the correct batch window appears and batch mode is open, write the **Start Time** on the Wanda Reports.

3. Begin the process by comparing the signature on file with the scanned signature from the VBM envelope.



4. Look for at least **TWO similar** characteristics between both signatures.
5. Do the signatures match based on two similarities in the signature?
 - **Yes** → continue comparing the next signature.
 - **No** → double-click on the signature on file. If there are multiple signatures available, click the arrows to compare the signatures to the VBM envelope.
6. Click **Close** once completed.



Challenging Signatures in Batch Mode

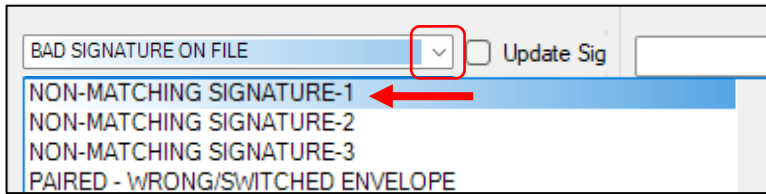
During the signature verification process, there will be signatures that have to be challenged. The most common reasons are that the signatures do not match, the voter did not sign their VBM envelope or the signatures on file are not attached correctly to the voter's record.

Use the following handouts for guidance:

- a. **Batch Mode Guide:** summary of the most common challenge codes
 - b. **Batch Mode DIMS.net Lights Scenario:** when there are pop up messages with a yellow, red or green light
1. Below is a list of common challenge codes to use when you write down challenges on the Wanda Reports.

Common Challenge Codes	
NMS-1	Non-Matching Signature –1
NVS-1	No Voter Signature – 1
BSF	Bad Signature on File
UNPRD	Unpaired
PAIRD	Paired
CNCLD	Canceled in-Review
INACT	Inactive
WANDA	Wanda Found a Problem
VDD	Voter Deceased
NOTIF	Voter Notification

2. If the signature does not match after comparing all the signatures available, click the drop-down and select the applicable code
 - a. Example: Bad Signature on File to Non-Matching Signature-1.



3. Write the abbreviated challenge code below the word CHALLENGES: in columns.
4. Write the challenged AVID numbers under the correct challenge code, in order from left to right.

Note: Leave enough room to write down all AVID numbers for each challenge code.

Wanda Report
Bear Valley Community Healthcare District Special Mail Ballot Election

Batch Number: 10046 Upload Date: 5/25/22 Batch Quantity: 100

CHALLENGES:

NMS-1	BSF	NVS-1
12549832	12485357	12486357
12548763	12745327	12749358
12534780		12743598
12846753		
12869841		
12963745		

MSV

Date: 5/25/22

Operator Number: 20

Name: Anno Brown

Start Time: 1:12p

End Time: 1:34p

5. Do not write or combine different challenge types in one column like in the example below:

Challenges

NMS-1

12355678

16540181

12345582

15660285

BSF

13354629

17621394

6. Once all the signatures on the page have been compared, click **Next Page**.

View All Sigs

10040 - 165 (Voter ID = 8965) (AV ID = 65104737) MATTHEW F. RANGER 370 PAMELA WAY BARSTOW, CA 92311	10040 - 166 (Voter ID = 8977) (AV ID = 65474737) LINUS C. HART 2470 JEFFERSON DR. BARSTOW, CA 92311	10040 - 167 (Voter ID = 936475) (AV ID = 61762657) CLAUDIA M. ALMEIDA 2163 LENA RD. BARSTOW, CA 92311
X	X	X
Voter's Signature / Firma del Votante	Voter's Signature / Firma del Votante	Voter's Signature / Firma del Votante

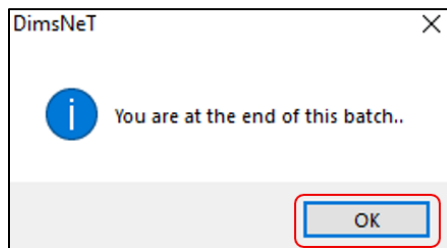
☐ Skip Verified Signatures?

Note: Only click Next Page one time or you may skip pages. The next page may take several seconds to load. Keep track of the sequence number to ensure the page that follows is the correct number.

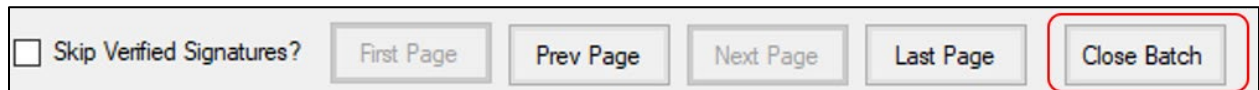
10040 - 166 (Voter ID = 8965) (AV ID = 65474737)
LINUS C. HART
2470 JEFFERSON DR.
BARSTOW, CA 92311

☐ Update Sig?

7. When you reach the last page of the batch, this window will appear → click **OK**.



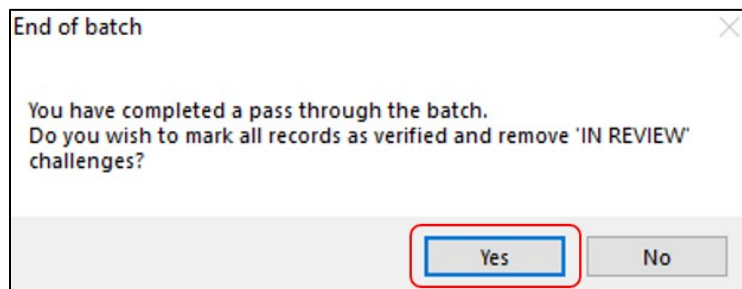
8. Finish Signature Verification for that page → click **Close Batch**.



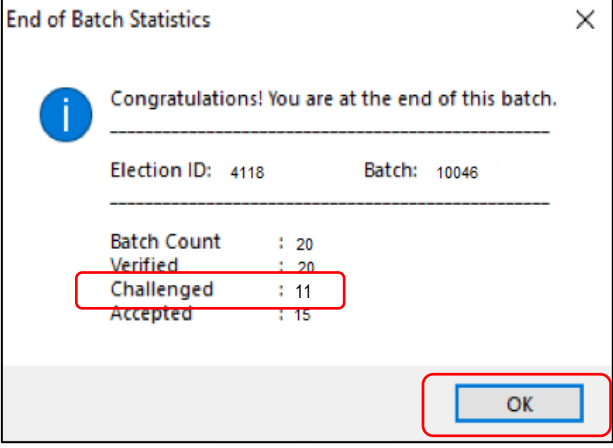
Note: DO NOT click the red X, this will **not** complete the batch.



9. Click **Yes**



10. When the *End of Batch Statistics* window appears, ensure that the total number challenged matches the total number on the Wanda report. If it DOES NOT match, notify your Lead.
11. Write and circle the number on the report → click **OK** in the *End of Batch Statistics* window.



The 'End of Batch Statistics' window displays a congratulatory message and summary statistics. The 'Challenged' count of 11 is highlighted with a red box, and the 'OK' button at the bottom right is also highlighted with a red box.

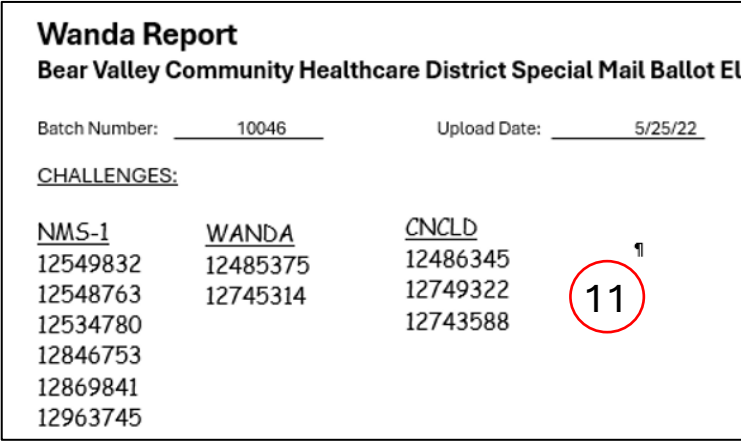
End of Batch Statistics

i Congratulations! You are at the end of this batch.

Election ID: 4118 Batch: 10046

Batch Count : 20
Verified : 20
Challenged : 11
Accepted : 15

OK



The 'Wanda Report' shows a table of challenges. The number '11' is circled in red next to the 'CNCLD' column, indicating the total number of challenges.

Wanda Report
Bear Valley Community Healthcare District Special Mail Ballot Election

Batch Number: 10046 Upload Date: 5/25/22

CHALLENGES:

<u>NMS-1</u>	<u>WANDA</u>	<u>CNCLD</u>
12549832	12485375	12486345
12548763	12745314	12749322
12534780		12743588
12846753		
12869841		
12963745		

11

12. When the batch closes, write the End Time on the Wanda Report, and give the completed report to your Lead.

Date: 5/25/22

Operator Number: 20

Name: Anna Brown

Start Time: 1:12p

End Time: 1:34p

Pre-Challenged Voters

Some Wanda Reports will contain voters that have been pre-challenged. **DO NOT** remove or change these challenges. Only write them down on the Wanda Report, under the correct challenge code.

Wanda Report		MSV
Bear Valley Community Healthcare District Special Mail Ballot Election		
Batch Number:	<u>10046</u>	Upload Date: <u>5/25/22</u>
		Batch Quantity: <u>100</u>
<u>CHALLENGES:</u>		
<u>NMS-1</u>	<u>WANDA</u>	<u>CNCLD</u>
12549832	12485375	12486345
12548763	12745314	12749322
12534780		12743588
12846753		
12869841		
12963745		

Date:	<u>5/25/22</u>
Operator Number:	<u>20</u>
Name:	<u>Anna Brown</u>
Start Time:	<u>1:12p</u>
End Time:	<u>1:34p</u>